

Approved For Release 1999/09/07 : CIA-RDP78-04720A000100070022-8

PERSONNEL REQUIREMENTS

ACTION TAKEN OR ACTION NEEDED AS OF 26 APRIL 1957

Requirement	Action Taken	Action Needed
3 additional Building Laborers (includes 2 for Records Center)	Three (3) laborers will be employed on yearly contract basis. Conmo has provided three (3) slots to cover	None
1 Clerk for Mess & Billeting Officer	One Housekeeper will serve as Clerk and also take care of Housekeeping supervision at Station "A". Second Housekeeper will handle Station "B"	Reclassify one Housekeeper to Clerk
1 Clerk for Security Division	This has been taken care of by the Captain and Lieutenant of the Guards sharing time in the office of the Security Officer and assisting with security duties. Typing/Steno service provided by Admin. Division.	None
1 Air Conditioning & Refrigeration Mechanic	Reclassification of Asst. Maintenance Engineer position to Maintenance Man (Air Conditioning/Refrigeration)	None
1 Supply Assistant, Supply Branch, Administrative Division	None	Ceiling increase of one (1) needed to provide this position.
1 Storekeeper (Gen'l), Supply Branch (Warehouse), Administrative Division	None	Ceiling increase of one (1) needed to provide this position.

Approved For Release 1999/09/07 : CIA-RDP78-04720A000100070022-8

~~CONFIDENTIAL~~

Requirement	Action Taken	Action Needed
1 Tab. Equipment Operator, Machine Methods Branch, Services Division	None	Ceiling Increase of one (1) needed to provide this position
1 Reproduction Specialist, Printing & Reproduction Branch, Services Division	None	Ceiling Increase of one (1) needed to provide this position
2 Records Management Analysts, Records Center	None	This requirement has been in- dicated for Fiscal Year 1958, by the Chief, Records Manage- ment Staff. It is based on GSA Standards, increased Records Center activity and anticipated expansion of facilities. Ceiling increase of two (2) for Fiscal Year 1958 needed to provide these positions.

RECAPITULATION

25X1A6a

To provide for above-listed requirements, [REDACTED] Ceiling increases needed, as follows:

<u>Immediately</u>	-	4
<u>Fiscal 1958</u>	-	<u>2</u>
Total		6

*Summary - 3*